

## State Sheet Metal Apprenticeship Advisory Committee Meeting

Thursday, April 25, 2013

MATC Center for Energy Conservation and Advanced Manufacturing, Room E114a  
6665 South Howell Avenue  
Oak Creek, WI 53154-1107

### DRAFT Meeting Minutes

Members Present	Employer / Organization
Aldag, Dave	Aldag Honold
Billman, Brian	Sheet Metal Local 18
Hill, Mark	Tweet-Garot Mechanical Inc.
Katt, Dave	Keystone Heating & Air Conditioning
Kemper, Keith	Sheet Metal Local 18 KRW
Landgraf, Patrick	Sheet Metal Local 18
Malesevich, Tom	Sure-Fire Inc.
Mamayek, Mike	Illingworth Kilgust Mechanical
Mooney, Mike	Sheet Metal Local 18
Phillips, Earl	Sheet Metal Local 18
Rollings, Lauri	Sheet Metal and Air Conditioning Contractors' National
Stockland, Pat	Capitol Mechanical, Inc.
Members Absent	Employer / Organization
Bartz, Scott	Sheet Metal Local 18 Madison
Everhart, Rich	General Heating
Jackson, Roger	Sheet Metal Local 18 Eau Claire
Liesch, Nick	Sheet Metal Local 18 Fox Valley
Consultants/Guests	Employer / Organization
Belanger, Wayne	Associated Builders & Contractors
Cook, Jim	Madison Area Technical College
Destree, Sandy	Bureau of Apprenticeship Standards
Kopp, Jr., Dennis	Sheet Metal Local 18
Morgan, Karen	Bureau of Apprenticeship Standards
Penno, Tim	Madison Area Mechanical & Sheet Metal Contractors Association
Reed, Kevin	Sheet Metal and Air Conditioning Contractors' National Association
Robakowski, Barb	Bureau of Apprenticeship Standards
Schmidt, Tom	Milwaukee Area Technical College
Smith, Owen	Bureau of Apprenticeship Standards
Stuart, Dave	Milwaukee Area Technical College

Thompson, Mike  
Triscari, Nick

Lakeshore Technical College  
Milwaukee Area Technical College

1. The meeting was called to order at 10:00 AM by Pat Landgraf, Committee Co-Chair, in conformance with the Wisconsin open meeting laws.
2. A roll call was conducted and a member contact information confirmation sign-in sheet was circulated. The committee welcomed new members Dave Katt and Lauri Rollings.
3. The November 1, 2012, meeting minutes were approved with the following changes: Todd Blair and Peter Lentz were removed from the list of members present; and Craig Wagner was correctly listed as a guest, not a member.

#### **4. Old Business**

##### **a. SAGE Grant Update (Owen Smith)**

- Progress: To date, SAGE has exceeded its target of 4,500 apprentice participants, and has served 250 of 1,500 targeted journey worker participants. Although journey workers are included as SAGE participants, they were not made an official performance measure, so BAS will not be penalized. The lack of journey worker participants is due to widespread unemployment across the construction sector. Financially, SAGE over-allocated its \$6 million award by \$450,000, according to current estimates. However, the estimates do not include funds that might be turned back by sub-grantees. Therefore, BAS projects it will expend the full grant award without overspending.
- SAGE will conclude on June 30, 2013. Financial support for training related expenses for income eligible apprentices and journey workers will conclude on May 30, 2013.
- Supportive Services Feedback: Owen Smith asked members how supportive services were working for apprentices and journey workers, and whether any difficulties occurred. Members reported positive feedback: many apprentices and journey workers received supportive services without difficulty.
- Personnel Change: Palle Pedersen is the new SAGE grant manager. He replaces Bill Goff, who accepted a permanent position with the Department of Administration. Palle is responsible for the grant budget, supportive service and the grant close-out. Contact Palle at 608-266-5135 or [palle.pedersen@dwd.wisconsin.gov](mailto:palle.pedersen@dwd.wisconsin.gov).
- Sheet Metal Purchases: Dennis Kopp, Roger Schmidt and Nick Triscari confirmed that all training items have been purchased, installed and reimbursed. The grant provided state-of-the-art "green" components for HVAC and EST systems.
- Journey Worker Upgrade Sessions: Owen Smith reminded members and consultants that, as a condition of receiving training items (curriculum, equipment, supplies) funded by SAGE, all providers of Paid Related Instruction are expected by BAS to make at least some of the training items available to journey workers via upgrade sessions. In addition, training coordinators must have each journey worker who completes the training complete a SAGE Individual Information Sheet, and forward all sheets to Palle Pedersen. The sheets provide demographic information necessary for BAS to enter the journey worker as a participant into the U.S. Dept. of Labor database.

- As a result of this discussion, BAS will forward the SAGE Individual Information Sheet to Dennis Kopp, because he will conduct an upgrade session in early June.

#### **b. Toolbox Talks**

Owen Smith asked members whether they had distributed Toolbox Talks forms to their employers and workforce, and what feedback they received. Members replied that they had not distributed the forms because the topics are already addressed in employers' orientations.

#### **c. Merging Local Committees**

- Karen Morgan asked members if they wanted to consolidate the local committee into a single committee with a central dispatch office. The reorganization would prevent committee administrative operations from violating state and federal apprenticeship regulations. Two operations that have occurred legally, but can be risky are as follows: apprentices from Madison and Milwaukee have been allowed to solicit their own work outside of their normal geographical area; and apprentices are being assigned by Local 18, not the local committee office. Both activities are legal under certain circumstances, but still risky.
  - Pat Landgraf stated that the JAC training coordinator and business agents cooperatively assign apprentices, and that this change is permanent. Local 18 is following all state and federal regulations to the letter of the law. Keith Kemper stated that the business agents coordinate apprentices through the local committee, and that the cooperation is necessary because business agents know which contractors need apprentices.
  - Karen cautioned members about that change, because it can easily lead to violating regulations, and even if done legally, can still be risky. Madison and Milwaukee are still under close watch as a result of the Wisconsin legislative audit and the U.S. Dept of Labor for AA/EEO concerns. Federal regulations state clearly that apprentices are to be assigned by local committees; and unions are not subject to the same apprenticeship regulations that the local committee is, such as state standards, AA/EEO and ratio. Therefore, BAS would be concerned that the goal of the union would be to keep all members working, and in doing so, may violate apprenticeship regulations. The local committee, as a whole, can delegate that responsibility to business coordinators or an apprenticeship coordinator. In the event of an audit or investigation, the state or federal government will contact the local committee, not the union or the employer who needed apprentices.
  - The state committee approved a motion that state they concur with placement of apprentices to date.
  - Karen asked Local 18 business managers members to specify how long they will work apprentices outside their respective geographical areas before transferring them to the other local committee. Pat Landgraf stated that Local 18 will transfer the apprentices when employment in their original area is imminent. The state committee understands the rules, but do not believe its practical to transfer fourth or fifth year apprentices who are done with school.
  - As a result of this discussion, members declined to consolidate the local committees, because the committees have seven training centers across the state, which would make the logistics of a single committee too difficult.

## 5. **New Business**

### a. **2014 Apprenticeship Conference**

Karen Morgan distributed the “Call for Conference Workshop Proposals for Wisconsin’s 26<sup>th</sup> Biennial Apprenticeship Conference.” The theme of the Conference is “The Apprenticeship Solution: Meeting the Challenge.”

The four broad workshop tracks are:

1. Challenge of a Changing Workforce – Potential topics:
  - Population shortages
  - Worker & Skill shortages
  - Generational Differences
  - Technology
2. Challenge of Partnership in Workforce Development – Potential topics:
  - Introductory “101” workshops to help audience understand more about a program, such as Apprenticeship, WIA, Youth Apprenticeship, DPI, WTCS
  - Continuation of Collaborate for Success Initiative
3. Challenge of Regulation and Policy – Potential topics:
  - Apprenticeship Regulations
  - Child Labor Laws
  - UI Benefits (apprentice and sponsor perspective)
  - Licensing (Barbering & Cosmetology, Electrical, Plumbing, etc.)
4. Challenge of Awareness & Outreach – Potential topics:
  - Working with the K-12 System
  - Recruitment of Apprenticeship Sponsors

Attendance at the 26<sup>th</sup> Biennial Apprenticeship Conference will include the 1) Workforce Development community which includes Workforce Development Boards, Community Based Organizations, WIA Service Providers, Job Service employees, and Economic Support; the 2) Education Community including K-12 teachers, principals, counselors, board members and Wisconsin Technical College System employees, and 3) the Apprenticeship Community including employers, members of employer associations, labor and employees.

DWD Secretary Newson asked BAS to broaden the scope of the 2014 Conference to include a greater variety of topics, audiences and speakers. Karen asked committee members to contact her with suggestions for topics and workshops. The deadline for submissions is June 3. The conference will be an agenda item for the fall meeting.

### d. **Outreach Update**

- Outreach Campaign to Manufacturing was launched by BAS in April. The campaign targets the industrial sector which has frequently cited a skills gap and lack of qualified workers and, like the construction sector, will soon face the retirement of much of the 65-year-old workforce without a sufficient population turning 18, the earliest age of an entry-level worker. The campaign call-to-action encourages more manufacturers to invest in the future of their unskilled workers by training them through the apprenticeship program rather than through skill-specific boot camps.
- Outreach Campaign to K-12: Through the Advisory Council, BAS developed a series of brochures on the educational value of an apprenticeship and careers in the skilled trades; target audiences include students, parents, teachers and technical colleges. The campaign also includes the “Get your degree in doing” billboards in Green Bay,

Madison, Milwaukee and Wausau; and a public service announcement that presents the value of an education in the skilled trades as a valid alternative to a four-year degree. The material was included in a mass mailing by the Department of Public Instruction to superintendents and heads of the school boards. The Bureau is awaiting feedback from the mailing.

- The campaign includes the following: three videos on the value of apprenticeship training; news events with Secretary Newson; news releases posters; post cards; flash drives; and adhesive cloths to wipe smart phones.

c. Other

- Total Track: Pat Landgraf reported that the local committees have begun using Total Track, a software program developed by the International Training Institution that will store all apprentice work records online. He asked how business agents and coordinators would be able to obtain information from the technical colleges legally. Karen Morgan replied that all information about apprentices except name and address is kept confidential, so the agents/coordinator would need to obtain a release from the apprentice. For example, the technical colleges must obtain a release from the apprentice to release his or her grades to a local committee. Karen advised Local 18 to inform all apprentices statewide of its intent to store their information in Total Track, why, and the extent to which it will be shared/used.

Dennis Kopp clarified that Total Track would include the apprentice's work processes, class schedule, grades and evaluation score, but not any resulting actions, such as would be discussed in a closed-session meeting. The information would be entered at the local level, and then uploaded to a national database for statistical purposes.

- As as a result of this discussion, BAS will discuss this matter with DWD Legal Services, because BAS has held that information very confidentially based on state open records law.

## **6. WTCS Update (Jim Cook, Todd Kiel, Nick Triscari)**

- Jim Cook reported that Morna Foy is the new president of the Wisconsin Technical College System. Former President Dan Clancy retired last year. Morna addressed the Apprenticeship Advisory Council at its spring meeting.
- Many schools have begun Technical Skills Attainment, Phase II. Many trades were involved with Phase I; many less are involved in Phase II. WTCS will communicate to instructors the importance of finishing the project.
- Apprenticeship coordinators will meet on June 7 at Fox Valley Technical College to discuss a variety of apprenticeship issues facing the colleges.
- Pat Landgraf asked if the technical colleges were planning to change from an hour to credit based apprenticeship. Jim Cook replied that the idea is exploratory and preliminary, and that WTCS understands it must be aligned with the Apprenticeship Law.
  - Karen Morgan stated that the hour format is required by law, and no changes will be made until the law is changed. Karen stated that any recommendations from WTCS must go to DWD, and then BAS will take them to the state committees. No decision will be unilateral.
- Nick Triscari reported that all SAGE supplies have been installed and are operational. He clarified changes to the Electronic Service Technician (EST) curriculum: the Electrical Concepts course is a totally new course; it is not an existing course, renamed. Nick asked for a motion from the state committee to eliminate the EST Blueprint Reading course and replace it with the new Electrical Concepts course. Members approved. However, the item was not listed as new business on the agenda, so the motion is not official. It will be added to the fall agenda.

**7. Review of Sheet Metal Apprenticeship Program Participants (Owen Smith)**

- Four-hundred and nine apprentices and 124 employers are participating currently in the program. The apprentice total is the lowest total in a steady decline since October 2008. The last apprentice total, November 2012, was 436.
- Owen Smith distributed a chart of annual employer totals from 2000 – the present. The employer total was 255 in 2000, and has declined annually.
- New reporting software for BAS will be operational this summer, increasing the Bureau's capacity for reporting and presenting data. Owen Smith asked members to keep in mind which data and presentations would be useful for comprehending the status of the program and making informed decisions.
  - Nick Triscari suggested a mean line on the apprentice and employer charts, or a universal figure for the industry, such as a list of employers in the industry, which could be obtained from contractor associations. BAS will consider these suggestions.

**8. Next Meeting Date** is tentatively scheduled for Tuesday, September 17, 10:00 a.m., at Local 18 in Waukesha.

**9. The meeting was adjourned** at 11:30 a.m.

*Submitted by Owen Smith, Program Analyst*